

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES FOR SURFACE IMPROVEMENTS AND INSTALLATION
OF STORMWATER INSTITUTIONAL CONTROLS AT THE FORESTRY FUELS WOOD
YARD

FOR

THE SOUTHERN UTE INDIAN TRIBE



Requested By:

The Southern Ute Indian Tribe's
Environmental Programs Department

***** ALL INTERESTED PARTIES: *****

Proposals due no later than
5:00 P.M. MST on June 6, 2025

ADVERTISEMENT FOR PROFESSIONAL SERVICES FOR SURFACE IMPROVEMENTS
AND INSTALLATION OF STORMWATER INSTITUTIONAL CONTROLS AT THE
FORESTRY FUELS WOOD YARD LOCATED AT 1304 COUNTY ROAD 517, IGNACIO,
COLORADO 81137.

- A) The Southern Ute Indian Tribe (Tribe) Environmental Programs Department (EPD) requests a written response to this Request for Proposal (RFP) from qualified firms to provide professional construction services including surface grading and contouring, installation of gravel road base, and addition of stormwater controls to include berms with angular rock outfalls and sediment basins at the 7.0 acre Forestry Fuels Wood Yard located at 1304 County Road 517, Ignacio, Colorado 81137 (Figure 1).
- B) The Forestry Fuels Program is a vital Tribal program under the Department of Natural Resources' Forestry Division. The program achieves multiple management objectives, including fuels reduction, improving forest health, improving commercial forest stand health, improving wildlife habitat, and reducing wildfire risk. Forestry practices like thinning and reducing competition produces wood that is then extracted, processed, and made available to the Southern Ute Tribal membership for heating and ceremonial purposes.

The wood storage site is adjacent to the Pine River, north of Ignacio. Precipitation on the compacted soils at the site often creates stormwater flow that picks up organic debris and discharges into the watershed. Routine processing activities, like the storage of raw materials and the accumulation of wood waste, coupled with insufficient road base and grading, have contributed to increased nutrient and sediment loading into the Pine River.

- C) The objective of this project is to improve facilities at the fuels yard to enhance wood processing and storage while implementing stormwater controls to minimize nutrient and sediment loading into the Pine River Watershed.
- D) The selected Contractor will enter into a contract that includes a mutually established cost schedule, work tasks, and reporting requirements.
- E) The selected Contractor will be responsible for ensuring all work performed is consistent with applicable tribal, local, state, and federal regulations, and the Contractor has all the licenses, permits, certifications, and credentials to perform said work.
- F) The Tribe will select the Contractor based on the qualifications and proposals presented in response to this RFP. Principal criterion for selection is:
- 1) Experience in preparing engineering design plans (25%);
 - 2) Experience and credentials providing earthwork services including grading, contouring, building stormwater sediment controls, and road/lot surfacing (25%);
 - 3) Competitive Fee Schedule (20%);
 - 4) Demonstrated understanding of the project (10%);
 - 5) Appropriate credentials, training, and/or certifications for project personnel that perform tasks (10%);
 - 6) Proposed schedule (5%); and
 - 7) Claims history (5%).

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- G) As part of the evaluation process, the Tribe reserves the right to ask additional clarification questions concerning any proposal in response to this RFP.
- H) This RFP does not commit the Tribe to award a contract nor pay any cost incurred in the preparation of proposals.
- I) The Tribe reserves the right to reject any and all proposals because of non-conformance and to re-advertise when it is in the best interest of the Tribe.
- J) Contractors responding to this RFP are explicitly forbidden from giving unsolicited gifts to any Southern Ute Indian Tribe Department or staff member that may be involved in the award of a contract.

SCOPE OF WORK

The project will focus solely on the design and implementation of engineering and stormwater controls to improve the environmental management of the Forestry Fuels Yard. The contractor will be responsible for the following tasks related to the Forestry Fuels Yard:

- A) Site Engineering Improvements
 - 1) Design and implement measures to minimize nutrient and sediment runoff from the wood yard. This includes installation of stormwater control measures (berms, rock outfalls, sediment basins, and culverts), grading and enhancing drainage systems to reduce environmental impacts, and installation of road base across the site for stabilization purposes.
 - 2) Ensure the engineering solutions improve site usability for ongoing wood processing activities and prevent future environmental degradation.
 - 3) Maintain all stormwater control measures during construction activities per the stormwater management plan prepared for the project.
- B) Herbicide Treatment for Noxious Weeds
 - 1) Design and execute a plan to treat and control noxious weed infestations, specifically Russian knapweed, Canada thistle, and musk thistle, on the site. Ensure treatment methods follow all applicable regulations and standards.

PROGRAM/PROJECT INFORMATION

- A) It is important for the bidder and the subsequent selected Contractor to understand the goals of the Program team. The goals are listed below.
 - 1) The goal of the RFP is to find a contractor to develop and implement an engineering design plan to minimize nutrient and sediment runoff from the wood yard to the Pine River Watershed. This includes installation of stormwater control measures (berms, rock outfalls, sediment basins, and culverts), grading and enhancing drainage systems to

reduce environmental impacts, and installation of road base across the site for stabilization purposes. The project also includes implementation of infrastructure to support ongoing waste management and a plan to treat and control noxious weed infestations.

- 2) Communication between the Contractor and the Tribe regarding the objectives of each project is clear and documented.
- 3) The Contractor is experienced, professional, and understands the EPD's needs.
- 4) Projects are completed on time, within budget, and to the EPD's standard of quality.

B) Tribe's Project Team:

- Mitchell Dorsk – Remediation Program Manager
- Mark Hutson – Environmental Programs Department Director
- Kyle Siesser – Cottonwood Consulting Project Team Leader
- Emma Millar – Cottonwood Consulting Project Team Member

EPD will host a pre-bid walk through at the site from 9-11am on May 21, 2025.

CONTRACT REQUIREMENTS

- A) The contractor must agree to the standard terms and conditions of the Tribe's Professional Services Agreement (PSA). This PSA includes provisions designating that the contract is governed by the laws of the Tribe.
- B) The PSA contract will extend from the date of contract execution, will be terminated following project completion, and is to not exceed a three-year period.
- C) All work performed by the Contractor and any of the Contractor's subcontractors must be authorized by a signed Task Order with an accompanying Authorization to Proceed notification from the Tribe.
- D) All subcontractor agreements (scope of work and rates) must be approved by the Tribe before any work begins.
- E) The Contractor will be responsible for procurement and payment for any subcontracted services, reports, materials, surveys, documents, copies, public notices, public meetings, travel, expenses, and any other item(s) or services required to complete the scope of work.
- F) The proposal shall present the Contractor's credentials, trainings and/or certifications and demonstration of appropriate insurance to perform work of this nature.
- G) The Contractor shall warranty their work for a minimum of one year from the date of completion.
- H) The tentative schedule for the solicitation and award of this PSA is as follows:

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Activity	Timeline*
RFP Advertised Date	May 2, 2025
Pre-bid Walk Through	May 21, 2025
Proposal Due Date	June 6, 2025
Vendor Selection and Notification	June 13, 2025
Contract Completion and Signing	June 27, 2025
Tentative Project Kickoff	July 28, 2025
*Dates are tentative and may change. All changes will be communicated by the Tribe to RFP applicants.	

SUBMITTAL REQUIREMENTS

A) Interested Contractors are required to submit the following information:

1) Letter of Interest

- i) Provide name and address of your firm, contact person, title, telephone number, e-mail address, and mailing address.
- ii) Provide a brief letter that expresses the firm's interest in the PSA and describes the firm's capabilities for providing the required services. Include discussion of your company's perception of what this PSA will entail.

2) Fee Schedule

- i) Provide detailed cost schedules for all staff and equipment that may be required to fulfill the scope of work. The fees should incorporate all costs required to perform the requested services including overhead and TERO fees.
- ii) Estimate should include costs for mobilization and demobilization, grading and contouring, application of road base, construction of stormwater controls, and all materials.

3) Project Experience and Credentials

- i) Provide at least five (3) example projects your company has completed, along with the size and scope of the projects, which include services similar to those listed under the scope of work.
- ii) Include the contact information for at least two (2) client references.

4) Firm Organization and Key Staff assigned to the project

- i) Identify, by name and title, the key staff members who will be assigned to projects under the PSA or who will otherwise play a major role in the PSA. Provide resumes and appropriate credentials, training, or certifications of the key staff.

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- ii) Provide an organizational chart indicating the relationship between the firm's staff members proposed to have responsibilities related to the PSA. Indicate on the chart the names of key personnel and their titles.
 - iii) Provide credentials and certifications for all employees expected to work under the PSA.
- 5) Claims History and Professional Integrity
 - i) Provide an accurate summary of any claims initiated against your company in the past five (5) years and any currently pending claims.
- 6) Provide a certified statement that the firm or any staff member associated with the project is not debarred, suspended, or otherwise prohibited from professional practice by any federal or state agency.
- 7) Certificate of Insurance and Bonding Capabilities
 - i) Submit a valid copy of a Certificate of Insurance indicating current General Liability coverage, with a minimum of \$3 million in liability coverage.
 - ii) Submit proof of worker's compensation coverage and auto insurance coverage (\$300,000 minimum) if the contractor will have employees working on site and/or conducting any type of transporting.
 - iii) Provide a signed statement indicating your company is willing to enter into a contract with the following provisions:
 - (1) That the Parties will first attempt to resolve any contract disputes in good faith through non-binding mediation;
 - (2) That the sole venue for litigation of claims under the contract will be in the Southern Ute Indian Tribal Court;
 - (3) That your company consents to the personal jurisdiction of the Tribal Court;
 - (4) That Southern Ute law and applicable federal law will control the contract;
 - (5) That the Tribe has sovereign immunity that it will not waive, and nothing in the contract will be construed to waive this immunity;
 - (6) That your company will take reasonable measures to protect Tribal members and others on the Reservation, including by conducting background checks on employees;
 - (7) That your company will always maintain the Tribe's confidential information, even after the contract expires, and may only disclose this information with Tribal consent;

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- (8) That documents generated pursuant to the contract are the Tribe's work product and property and cannot be revealed to third parties absent Tribal permission; and
- (9) That your company must allow the Tribe to inspect, audit, examine, and copy all records relating to this contract upon request.

8) Claims History

- i) Provide an accurate summary of any claims initiated against your company in the past five (5) years and any currently pending claims.
- ii) Provide a certified statement that the firm or any staff member associated with the project is not debarred, suspended, or otherwise prohibited from professional practice by any federal or state agency.

9) Quality Assurance/Quality Control Plan

- i) Discuss any policies or procedures for ensuring the quality of work products.

B) It is not the intent of this RFP to solicit an overly long response, but it is important a Contractor's experience/expertise be adequately described. For example, it would be much more useful to address abilities and expertise directly comparable to this agreement than to include an exhaustive list of all projects completed by the company. The Southern Ute Indian Tribe's EPD, Purchasing Office, and Executive Office staff will review the submitted proposals and may select companies to meet with, in an interview format, to discuss the PSA and Contractor qualifications in greater detail.

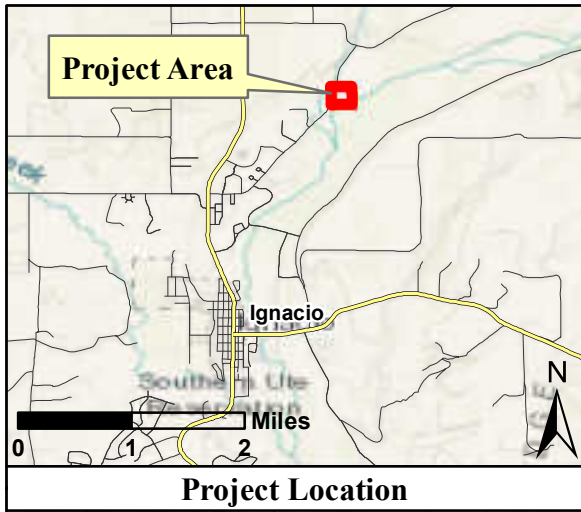
C) Proposal submittal: Submit proposals submittal via email to the address below or via a shared drive. In the subject line, please include: "(Company Name): Proposal for the Forestry Fuels Yard Improvement Project."

- 1) Email proposal submittals and questions to Mitchell Dorsk, EPD Remediation Program Manager at mdorsk@southernute-nsn.gov or call 970-563-2272.

TERO REQUIREMENTS & NATIVE AMERICAN PREFERENCE




- A) The Tribe has adopted a TERO Code, which is to be observed by all businesses operating on the Southern Ute Indian Reservation. All labor that is performed within the exterior boundaries of the Southern Ute Indian Reservation under the Master Services Agreement is subject to a 4% fee and work compliance requirements of TERO. TERO Fees shall be paid to the Tribe following the completion of each Task.
- B) This RFP is an unrestricted solicitation; however, Indian preference will be given to qualified Indian Owned economic enterprises and Indian Organizations. Firms desiring Native American preference for selection must be certified through the Southern Ute Indian Tribe's TERO Office as an Indian-Owned Business. For those firms seeking Native American preference, this is a mandatory requirement, regardless of any other registration or certification that may exist with other tribal TERO offices, agencies, or affiliations.
- C) The TERO Code must be applied to the selection of Contractors and/or sub-contractors when putting together a bid proposal.
- D) The firm awarded the contract, and all subcontractors will be responsible for obtaining and paying for crossing permits for the duration of the project. These fees should be included in your fee proposal. For more information about crossing permits please contact the Southern Ute Lands Division at (970) 563-0126.
- E) For more information about TERO compliance, contact Hilda Burch at:

Southern Ute Indian Tribe TERO Office
P.O. Box 737
Ignacio, CO 81137
(970) 563-0117



Notes: Proposed graded area is approximate.

Legend

-  Proposed Graded Area
-  Road
-  Surface Water Feature

Cottonwood
CONSULTING 

Mapping by: E. Millar, 5/5/2025
Coordinate System:
NAD 1983 UTM Zone 13 N

Location: Section 33 T34N R7W, NMPM

Figure 1
Graded Area Map
Foresty Fuels Yard
Southern Ute Indian Tribe